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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting <sup>Deputy</sup> Director of Security

DATE: 8 February 1961

FROM : Chief, Personnel Security Division

SUBJECT: Involuntary Separations

1. This is for information only. It is to record the present problem and what we are striving to accomplish on revisions of policy papers on involuntary separations.

25X1A 2. Present policy and procedures are contained in Regulation [REDACTED]. The provisions of these papers include the following on policy and procedure:

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- a. The Director of Personnel has no authority to dismiss; only the Director has such authority;
  - b. Only [REDACTED] will be used for separations; standard CSC and other inherent authorities will not be used even for such reasons as insubordination, medical disqualification, failure to qualify, abandonment of position, etc.
  - c. All recommendations for dismissal (by the Director of Security, Chief, Medical Staff, Inspector General or any other authority) must be processed by the Director of Personnel.

3. The flow on involuntary separations, as provided by the above-mentioned policy papers, is as follows:

- a. The Deputy Director or Heads of Career Services shall identify (to the Director of Personnel) those employees to be separated;
- b. In coordination with the Director of Personnel (and, when necessary, the Director of Security) the Deputy Director of Career Service Head shall investigate each such case and, if he concludes that separation is necessary, shall so inform the employee and forward the case to the Director of Personnel;

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- c. The Director of Personnel shall review all the papers, hear the employee and, if he concludes that separation is necessary shall so advise the Director.

4. One unfortunate aspect of this, as far as we are concerned, is that there is no routine provision for the Director of Security to recommend separation, as a security risk, right to the DCI. Security recommendations must be made to the Director of Personnel or the Deputy Director or Career Service Head.

5. A second unfortunate aspect is that a security recommendation for dismissal must be reviewed by the Director of Personnel or one of the other specified offices and must be concurred in by them. If they do not agree, there is no regulatory requirement that a security recommendation need go to the DCI.

6. The third unfortunate aspect is that an adverse security recommendation must be discussed with the employee by the Deputy Director or Career Service Head and by the Director of Personnel. These discussions are really informal hearings and could complicate subsequent formal hearings.

7. A fourth unfortunate aspect is that the policy papers set forth such detailed procedures. The Office of the General Counsel, in view of the Service court decision, is insisting on following the regulations religiously in order to avoid a separation action being overturned by the courts.

8. We are working with OGC to revise the papers to provide for the following:

- a. A routine procedure whereby adverse security recommendations may be made right to the DCI;
- b. A routine procedure whereby adverse security recommendations, when made to the Director of Personnel, must be sent on to the DCI.

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